Senior Accountant

The Minnesota Veterans Medical Research & Education Foundation is a 501(c)(3) non-profit corporation (NPC) at the Minneapolis VA Medical Center formed to furnish a flexible funding mechanism. It administers research and education projects funded by foundations, industry partners and federal agencies other than the VA. The organization was founded in 1991. The Senior Accountant readies and maintains financial and business transactions, applying accounting principles, that include work that is analytical, evaluative, and advisory in nature and that requires an understanding of both accounting theory and practice. Utilizes knowledge of the fundamental doctrines, theories, principles, and terminology of accountancy, and may entail some understanding of such related fields as business law, statistics, and general management. Analyzes the effects of transactions upon account relationships. Evaluates alternative means of treating transactions. Plans the manner in which account structures should be developed or modified. Ensures the adequacy of the accounting system as the basis for reporting to management and funders. Considers the need for new or changed controls. Projects accounting data to show the effects of proposed plans on investments, income, cash position, and overall financial condition. Interprets the meaning of accounting records, reports, and statements.

* Responsible for accounting of all income and expenditures for NPC, including administrative functions and project functions.
* Establishes financial policy recommendations in close cooperation with Executive Director.
* Responsible for all financial audits and prepares IRS 990 submission.
* Processes all invoices for funded grants and contracts (CRADA); accounts receivable and prepares billing.
* Works closely with Grants and Contracts Administrator in the preparation of project budgets.
* Processes all human resources documentation for newly hired, and works closely with Employment Services agency to ensure timeliness and accuracy of payroll.
* Responsible for all insurance needs and ensures coverage.
* Responsible for monthly financial reports and reconciliation, and prepares reports for BoD.
* Coordinate with other VA departments on budgetary queries and determine appropriate use of IPAs and MOUs (personnel agreements).
* Posts daily transactions and cuts checks.
* Oversight of office property and equipment inventory.
* Reports to Executive Director.

Education: BS/BA in Accounting is required, CPA is preferred.

Experience: Three years of experience required.

Salary Range: $69,000 - $74,000; negotiable based upon experience

Applications open 11/15 - 12/15/16